

## BOARD OF PARDONS AND PAROLES JOB DESCRIPTION

POSITION TITLE: LEGAL ASSISTANT II -  
Legal Support

SALARY GROUP: B17

DEPARTMENT: Board of Pardons and Paroles

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bettie L. Wells DATE: 04/21/2022

POSITION #: 064170

## I. JOB SUMMARY

Performs complex legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

## II. ESSENTIAL FUNCTIONS

- A. Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls; schedules and prioritizes attorney caseloads; organizes case files; prepares chronologies, fact summaries, and witness files; attends initial interviews and depositions; and explains previously interpreted laws, rules, and regulations to others.
- B. Prepares drafts of pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents; and checks citations, quotations, footnotes, and references for accuracy.
- C. Researches and analyzes legal sources to include statutes, case law, administrative records, opinions, articles, treatises, land titles, and various rules and regulations.
- D. Organizes the service of subpoenas, notices of depositions, and other legal documents; and participates in coordinating the scheduling and drafting of interrogatories, requests for production, requests for admissions, and other requests for information.
- E. Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and other documents for use in legal proceedings; files pleadings with courts; and reviews mail and screens calls for attorneys.
- F. Provides training and technical assistance in the program area, and reviews the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning legal work experience. A Bachelor's degree in Paralegal Studies or a related field from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for the required three years of experience.

Graduation from a course study for legal assistants approved by the American Bar Association or the American Association for Paralegal Education may be substituted for two years of the required experience.

3. Legal research experience preferred.
4. Litigation support experience preferred.
5. Legal writing experience preferred.
6. Experience in the use of LexisNexis, Westlaw, or other related legal research software programs preferred.
7. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
8. Paralegal certification preferred.

**B. Knowledge and Skills**

1. Knowledge of legal terminology and of research methods and techniques.
2. Knowledge of administrative and court procedures.
3. Knowledge of office practices and procedures.
4. Knowledge of public notice requirements.
5. Knowledge of the legislative process.

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Page 3 of 3

6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill in the use of personal computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical data and prepare technical reports.
13. Skill to conduct research.
14. Skill to interpret court documents and correspondence.
15. Skill to evaluate and relate findings to cases.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.